

**MEMO# 29709**

February 18, 2016

## **Accounting Policy Subcommittee Meeting Notice - March 30, 2016**

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TO: ACCOUNTING POLICY SUBCOMMITTEE No. 1-16 RE: ACCOUNTING POLICY  
SUBCOMMITTEE MEETING NOTICE - MARCH 30, 2016

The next meeting of the Accounting Policy Subcommittee will take place on Wednesday, March 30. Lunch will be available beginning at 12:30 p.m. The meeting will begin at 1:00 p.m. and conclude at 5:30 p.m. The meeting will take place in the Institute's 11th Floor Conference Room. The Accounting/Treasurers Committee meeting will take place on Thursday, March 31. Accounting/Treasurers Committee members will receive a separate meeting notice.

Please note that due to enhanced building security procedures, meeting attendees will need to check in at the lobby security desk, where they will be met by ICI staff, who will provide elevator access to the ICI offices. Meeting attendees will not be able to use the elevators without the assistance of ICI staff. Please plan to arrive at least 15 minutes prior to the start of the meeting to avoid delay in accessing the Institute offices. If you arrive at the building after the meeting begins, please call the ICI's main reception number at 202-326-5800 and request an escort to the committee meeting room. To facilitate your entrance into the building, please remember to register for the meeting.

### **Hotel Accommodations**

A block of rooms has been reserved for meeting attendees at the Hamilton Crowne Plaza located at 1001 14th Street, NW, Washington, DC for the evening of Wednesday, March 30. The room rate is \$339 plus tax. To make a reservation, please call the hotel at 1-877-622-1970 and ask for a room in the Investment Company Institute block of rooms. Please make your hotel reservations as soon as possible as rooms are limited. All reservations must be guaranteed by March 1 to receive the room block rate. Reservations must be cancelled within 24 hours prior to arrival to avoid penalty.

### **Subcommittee Dinner**

The Subcommittee dinner will be held on Wednesday, March 30 at 6:30 p.m. The

Subcommittee dinner will be held at a local restaurant. Members electing to attend the dinner will pay a standard amount of \$105.00 per person (via credit card) as part of the meeting registration process. Please note that dinner cancellations must be made three days in advance of the event in order to receive a refund of your payment.

## Online Registration

To register for the Accounting Policy Subcommittee meeting and dinner, please visit our registration site at <http://www.ici.org/reg/accountingpolicy>. Please note that the only way to register for the committee meeting and dinner is through the link indicated above. If you have any questions about registration, please contact Valencia Paige at 202/326-5846 or [valencia.paige@ici.org](mailto:valencia.paige@ici.org).

## Suggested Agenda Items

We would like to get your input on agenda items for the meeting. Please use the space provided during on-line registration to suggest items or email your suggestions to Greg Smith ([smith@ici.org](mailto:smith@ici.org)). A preliminary agenda will be circulated to the Subcommittee prior to the meeting.

We look forward to seeing you in Washington!

Michael Herbert  
Vice President  
Eaton Vance Management  
Chair – Accounting Policy Subcommittee Gregory Smith  
Senior Director of Fund Accounting & Compliance

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